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23 October 1964

MEMORANDUM TO: Executive Officer to the Deputy Director for Support

FROM : CIA Records Administration Officer

SUBJECT : Records Disposal

REFERENCE : Memo of 23 Jan 1964 from CIA RecAdminOff. to Office of DD/S; Subject: Records Disposal

1. This memorandum is in accordance with your request to report the progress made to date in carrying out the objectives of Recommendation No. 3 of the above reference, "Negotiate with GSA and the Agencies of the USIB to Reach an Agreement for the Centralized Secure Storage of Certain Reference Records."

2. We have followed through on our proposal to utilize secure space at the Federal Records Center at Alexandria, Virginia as follows:

a. 22 April 1964 - A representative of the Office of Security and members of this Staff inspected the available secure space.

b. 14 July 1964 - Received approval from Office of Security to store certain records in the Federal Records Center. (See Attachment 1).

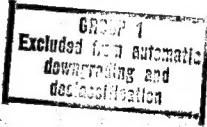
c. 17 July 1964 - Obtained concurrences from GSI, GCR and the Office of DD/I for the transfer of records to the Federal Records Center. (See Attachment 2).

d. 13 August 1964 - Moved 135 cubic feet of reference material and MIS publications to the Federal Records Center.

e. 20 August 1964 - Moved 105 cubic feet of MIS to the Federal Records Center. GSA notified us at this time that no more secure space was available and we would be notified when additional space was ready.

f. 3 October 1964 - New secure area space inspected.

g. 21 October 1964 - Received approval from Office of Security to use new space. We will now continue to move an additional 7,000 cubic feet of MIS publications and reference materials to the Federal Records Center.



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## 3. The status of the proposed USIB Records Center is:

a. In 1961 the Agencies of the USIB Community agreed to control growth of their reference collections by destroying material received from each other when it became inactive and to rely on the agency of record for any future reference needs. This agreement was negotiated by the Records Officers of the Community and disseminated by the Committee on Documentation as CODIB-D-75, 30 January 1961. (See Attachment 3). The agreement has to date enabled us to destroy about 3000 cubic feet of Agency reference material stored at our Records Center.

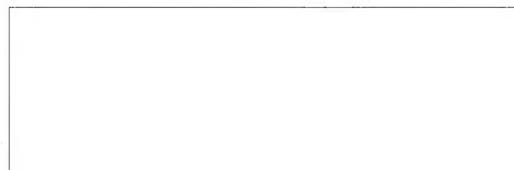
b. The concept of a records center for inactive intelligence products of the USIB Community grew out of experience in developing CODIB-D-75 and operating under its terms. This experience indicated that the disposal operations under this agreement, as well as the overall mission of CODIB would benefit, if the scattered collections of community products could be physically centralized.

c. Records Officers of concerned agencies in the USIB Community have now agreed to establish a central records facility in the new Federal Records Center to be built at Suitland, Maryland. The GSA has provided space, and our Office of Security has reviewed and approved specifications for the assigned area. The Chairman of CODIB has informally expressed positive interest in the plan, and the matter will be formally coordinated with that Committee shortly.

d. When the new Federal Records Center at Suitland is completed we will transfer there the 7200 cubic feet at Alexandria and practically all of the remaining similar materials in our center [redacted] Likewise, future accumulations of these records will be stored at the new GSA Center. When these arrangements are consummated the Agency should not need to build additional records storage space.

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**Attachments****Distribution:**

Orig - addressee  
 25X1 1 - Records Center [redacted]  
 25X1 1 - [redacted]  
 1 - RAS (Records Center)

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DDS/RAS/ [redacted]

(23 Oct '64)

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